

AVPI Organising Guide Subcommittee

Meeting Minutes and Notes

Meeting date: January 12, 2015

Present: Elke, Bronwen, Joe, Baby, Valentine, Jane, Katherine (briefly)

Apologies: Saskia

Check-in - how we are and what we are doing with AVP

Discussion of which times are good for people for Skype calls. Bronwen offered 2pm New York time, which was good with everyone.

Katherine has sent suggestions for a chapter on getting started in the community. Joe will incorporate this into this section of our manual.

Reminder of chapters we were going to draft:

- preface - Katherine (done)
- Joe - getting started
- prison work - Valentine (done - we are asked for comments. This needs to be circulated to people). Valentine would appreciate comments about what happens in prisons in different countries, also how prison programmes started in different countries. We will do this by contacting people doing work in prisons in different countries.
- keeping our work vital - Jane, Elke and Saskia

Other chapters are listed in the notes from our last meeting (below)

avp-world@avpnetwork.net (to send messages to the world listserv, sign up by sending a message to Malcolm/Katherine)

Joe questioned where we should include Tom's work on fundraising. This is on the AVP International site.

Joe will send to Jane and Elke what has already been written on sustainability - for comment and redraft. This to be finalised by next meeting.

Fundraising / financial organisation:

We would want to include in our section on fundraising a rationale as to why we need to do this. Elke raised the point that - in Germany- they have entered into a contract with prisons so that the work is paid for. We could include different strategies for raising money - e.g. talks and fund-raising. We could also include examples of raising awareness and funds. Budgeting also needs to be in there, also how to obtain grants (e.g. from grant-making bodies or from AVP nationally or internationally). We should also include examples of how money is spent, and how we are accountable.

It was suggested that Saskia might be approached to work on this chapter.

This will also be part of the work on sustainability. Jane will look at this, and Elke will add comments. Joe will send the sustainability chapter to Elke.

Joe had some **supplementary questions**:

- where should any links go in chapters - e.g. in the body of the text or at the end of chapters? We think it would best to put references at the end of chapters and also at the end of the manual.
- how should the manual - once completed - be accessed on the AVPI website? We would like the whole document to be downloadable, but also individual sections (via links)
- we also had a discussion around how sections of the manual would be edited and updated in the future. Two committees will be involved in this work; the Coordinating Committee, and the Content Committee for the website. Bronwen and Joe will draft a policy on how our work will be transferred to the website and mechanisms for updating the manual's content.

Another section in the manual should be about sustaining our communications nationally and internationally (in section on sustainability - or a stand-alone section on networking). This is about networking and also integration with AVPI and outside resources. Joe will make a start on this.

Everybody is happy!

Next meeting:

	Los Angeles	US Central	New York	London	Berlin	Bucharest	Sydney	Auckland
Monday, February 2	11am	1pm	2pm	7pm	8pm	9pm	6am (Tue)	8am (Tue)